



# **Departmental Quarterly Performance Report**

**Department Name: Aviation**

**Reporting Period:  
Fiscal Year 2002-2003  
3<sup>rd</sup> Quarter**

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Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter

## MAJOR PERFORMANCE INITIATIVES

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p><b>Project Name:</b> Maintain the CIP Construction Change Orders cumulative dollar amount to less than 5% of original contract.</p> <p><b>Status:</b> Cumulative percent for June 03 is 4.10%</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>												
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p><b>Project Name:</b> Stimulate the local economy by establishing aggressive route development program to increase passenger and cargo by 3.5%</p> <p><b>Status:</b> Percent Change FYTD Compared to 01-02</p> <table border="1"><thead><tr><th></th><th>Passenger Growth</th><th>Cargo Growth</th></tr></thead><tbody><tr><td>Apr 03</td><td>2.81%</td><td>3.90%</td></tr><tr><td>May 03</td><td>1.95%</td><td>2.47%</td></tr><tr><td>Jun 03</td><td>1.28%</td><td>2.12%</td></tr></tbody></table>		Passenger Growth	Cargo Growth	Apr 03	2.81%	3.90%	May 03	1.95%	2.47%	Jun 03	1.28%	2.12%	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
	Passenger Growth	Cargo Growth											
Apr 03	2.81%	3.90%											
May 03	1.95%	2.47%											
Jun 03	1.28%	2.12%											
<p>County Mgr. Priority (Circle One): <u>People</u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><b>Project Name:</b> Improve terminal concourse including a system to enable baggage screening of 100%</p> <p><b>Status:</b> TSA is currently screening 100% of checked baggage using electronic means on the 2nd level ticket counter area and on the 1st level baggage make-up area. Inline baggage conveyor screening solution for Central Zone, G-H is at 75% design and D-E and F-G are in conceptual design. Inline baggage system for NTD is under construction and is scheduled for completion in the 2<sup>nd</sup> quarter of 2007. The STD inline baggage system is also under construction and is scheduled for completion in the 1<sup>st</sup> quarter of 2006</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>												
<p>County Mgr. Priority (Circle One): <u>People</u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><b>Project Name:</b> Improve general aviation airports including safety and security upgrades at Kendall-Tamiami and Opa-Locka.</p> <p><b>Status:</b> 100% construction documents have been submitted and are currently under review.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p>												

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Department Name: Aviation

Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p><b>Project Name and Number:</b> ECC #145 – Employee Participation Program (EPP)</p> <p><b>Status:</b> We received over 420 ideas. Twenty-seven suggestions related to safety, efficiency, environment, and customer service have been implemented, and twenty additional ideas are being considered for implementation.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p><b>Project Name and Number:</b> ECC #537 – Computerized Property Management System Procure and implement a computerized property management system.</p> <p><b>Status:</b> System fully developed and tested. Currently entering required data; about 89% complete. Projected system “go-live” date in September 2003.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p><b>Project Name and Number:</b> ECC #544 – Inventory Bar-coding for inventory control Implement bar-coding system to support daily cycle counting for improved inventory control.</p> <p><b>Status:</b> Project placed on hold at MDAD to revisit its cost/benefit analysis in light of current situation. Maintenance recommended bringing in another consultant. Which is in process at this time.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

# Departmental Quarterly Performance Report

**Department Name: Aviation**

**Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter**

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #814 – Automated and computerized Security Cashier System  Procure and implement a computerized cashiering system for the collection and reconciliation of monies collected for the processing of ID badges and fingerprints.</p> <p><b>Status:</b>  The ID System and ISD looked at the cashiering system used by the Clerk of the Court and Water &amp; Sewer. After review, the Security &amp; Safety Division decided to hold off a while for several reason.</p> <ol style="list-style-type: none"> <li>1. The system used by those departments would not be able to integrate with the system used at the ID Section. No real benefit for reduction in manpower in the performance of functions currently is being performed by the staff.</li> <li>2. ISD is in the process of upgrading the system used within the department, which will enable the ID Section to include the cashiering system in the proposal. A completion date has not yet been determined for this project but hopefully within a year or so.</li> </ol>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #816 – Conduct Customer Surveys</p> <p><b>Status:</b>  Conducted customer survey in May 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #820 – Reduce Accounts Receivables</p> <p><b>Status:</b>  Outstanding accounts receivable, adjusted for item subject to legal collection action, bankruptcy, payment plan, or collection agency processing, decreased from \$3.64 in Oct. 2002 to \$2.62 million in June 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

# Departmental Quarterly Performance Report

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b> ECC #829 – Upgrade Terminal Information System with Airport Operation Information System (AOIS) Plan, design, procure, and install the necessary equipment to replace the current Flight Information Display System (FIDS), Gate Information System (GIDS), and Baggage Information Systems (BIDS) with a single integrated display system. Add visual paging to the supported display systems. Implement an Airport Operational Database to manage real time, historical and reference information. Implement software applications that process gate, counter and baggage resource management information. Install new workstations for these applications in airport centers.</p> <p><b>Status:</b> Started project in February with selected vendor Air-IT. Project hardware approved. Test facilities have been set up, SABER and DICE airline interfaces have been developed. Conducting FAT – Factory Acceptance Testing of Phase I scope items. Vendor issued liquidated damages letter re-iterating need to stay on track with the “Integration Acceptance of the Core System”.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input checked="" type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b> ECC #830 – Modernize MIA’s special systems that support life safety and maintenance. Modernize MIA’s special systems that support life safety and maintenance. Purchase and install new Building Management and Fire Alarm application software, servers and workstations. Purchase and install UL fire listed network equipment. Integrate the new applications with the existing Honeywell systems. Build graphics to monitor and control equipment via this equipment.</p> <p><b>Status:</b> RFP completed and issued. Proposer’s responses due August.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input checked="" type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>

# Departmental Quarterly Performance Report

**Department Name: Aviation**

**Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter**

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #831 – Implement Common Use Terminal Equipment (CUTE)  Plan, design, procure, and install the necessary equipment to implement an airport wide Common Use Terminal Equipment (CUTE) System.</p> <p><b>Status:</b>  Started the project in February 2003 and vendor (SITA) is on board. Test environment installed. Conducted FAT – Factory Acceptance Test in New York SITA facility. FAT done on Windows XP version. FAT results approved in writing with SITA. Remaining FAT errors found were isolated to AA-Saber and American is working on them. In the process of finalizing all hardware certifications and coordinating tenant re-locations and migrations from OS to NT in preparation for Concourse D (4) gate opening.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i>  (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #832 – Modernize MIA’s software based applications to support Finance, Maintenance, Materials, Properties, and Procurement  Modernize MIA’s software based applications to support MIA functional organizations. There are separate software applications for Finance, Maintenance, Materials, Properties, and Procurement. This project is being implemented by MDAD IS&amp;T Division</p> <p><b>Status:</b>  This effort covers numerous systems whose individual status is below:</p> <ul style="list-style-type: none"> <li>I. ERP Financial system –RFP issued in conjunction with WASD. Currently in RFP response evaluation phase.</li> <li>II. EAMS(Workorder/Inventory) – Countywide process, MDAD elected not to participate at this time.</li> <li>III. Security Systems – Being re-written in webbased tool, scheduled for deployment 1<sup>st</sup> Quarter 04.</li> <li>IV. Central Collections Plaza Revenue system - Planned implementation Nov. 04.</li> <li>V. Property Management System – Planned implementation Oct 03.</li> <li>VI. AOA Vehicle Access – RF portion being installed and user training ongoing, scheduled 4<sup>th</sup> quarter 03.</li> <li>VII. ITBF- upgrade ongoing to web version.</li> </ul>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i>  (Describe)</p>

# Departmental Quarterly Performance Report

**Department Name: Aviation**

**Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter**

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #833 – Modernize MIA Public Address System Infrastructure  Modernize MIA’s special systems that support flight operations, terminal operations and management. Replace the current terminal paging system with a combined paging and fire alarm announcement system developed by MDAD and the Authority Having Jurisdiction (AHJ) of the Fire Dept. Install the backbone and infrastructure for the paging system in the North and South Terminals.</p> <p><b>Status:</b>  Advertisement/Solicitation is under review by OIG (Office of Inspector General).</p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><i>Fiscal Responsibility</i></u></p> <p><b>Project Name and Number:</b>  ECC #834 – Modernized MDAD Telecommunication Infrastructure  Modernize and integrate MDAD’s telecommunications infrastructure. Accomplished by a series of sub-projects including: additional network equipment to support Common Use Terminal Equipment (CUTE), Visual Information Display Systems (VIDS), ..., partly integrate “Nextira” network and New Security Network, upgrade of select “Nextira” assets, and implementation of a Premise Distribution System (PDS) to support the new special systems.equipment.</p> <p><b>Status:</b>  Developed RFP and issued. RFP response assessment underway.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input checked="" type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p>	<p><input type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

# Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2002-2003 3<sup>rd</sup> Quarter

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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	1612	1892	1619	273	1654	238	1670	222		

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

### Notes:

#### *B. Key Vacancies*

Three Assistant Directors: Facilities Maintenance, Initiation & Engineering; Business Management

Two Associate Directors: Minority Affairs; Professional Standards & Compliance

One Manager: Public Affairs

#### *C. Turnover Issues*

#### *D. Skill/Hiring Issues*

#### *E. Part-time, Temporary and Seasonal Personnel*

*(Including the number of temporaries long-term with the Department)*

82 – as of June 2003

#### *F. Other Issues*



# Departmental Quarterly Performance Report

Department Name: Aviation

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## FINANCIAL SUMMARY

### *Operating Revenue and Expenditure Activity - (All Dollars in Thousands)*

*Operating Revenue and  
Expenditure Activity*

*(\$\$ in thousands)*

	Prior Year	FY 2002-03						
	Actual	Annual	Quarter 3rd.		Year -to-Date			End of Year
		Budget	Budget	Actual	Budget	Actual	Variance %	Projection
<b>Operating Revenue</b>								
Aviation Fees and Charges	265,245	293,773	73,443	72,409	220,330	217,593	-1%	284,105
Commercial Operations	176,018	177,951	44,487	41,523	133,463	128,846	-3%	169,817
Other Income	33,807	35,431	8,857	7,273	26,573	26,159	-2%	34,126
*		0						
<b>Total Operating Revenue *</b>	<b>\$ 475,070</b>	<b>\$ 507,155</b>	<b>\$ 126,787</b>	<b>\$ 121,205</b>	<b>\$ 80,366</b>	<b>\$ 372,598</b>	<b>-2%</b>	<b>\$ 488,048</b>
<b>Operating Expenditures **</b>								
Salaries and Fringes	113,589	119,691	29,922	32,494	89,768	92,849	3%	118,177
Other Operating Expenses	202,609	223,843	55,960	47,086	167,882	144,661	-14%	214,681
Capital	1,602	787	196	73	590	193	-67%	1,051
*								
<b>Total Operating Expenditures *</b>	<b>\$ 317,800</b>	<b>\$ 344,321</b>	<b>\$ 86,078</b>	<b>\$ 79,653</b>	<b>\$ 258,240</b>	<b>\$ 237,703</b>	<b>-8%</b>	<b>\$ 333,909</b>
<b>Net Operating Income</b>	<b>\$ 157,270</b>	<b>\$ 162,834</b>	<b>\$ 40,709</b>	<b>\$ 41,552</b>	<b>\$ 122,126</b>	<b>\$ 134,895</b>	<b>10%</b>	<b>\$ 154,139</b>

\* Total operating revenue & expenses do not include transfers to/from other funds.

\*\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

### *Equity in Pooled Cash*

*(\$\$ in thousands)*

	Prior Year	Projected at Year-end as of			
	Year End	Quarter 1	Quarter 2	Quarter 3	Quarter 4 ***
Fund/Subfund					
Total Aviation Department	\$ 52,687	\$ 60,290	\$ 64,815	\$ 64,200	\$ 32,917

\*\*\* It is projected to have lower cash balance at year-end due to additional transfers required to be made during the fourth quarter.

## Departmental Quarterly Performance Report

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

- Notwithstanding potential reductions in revenues during the third quarter of fiscal year 2002/2003 as a result of the Iraq War and the sluggish US and global economy, the Aviation Department continues to project that available revenues will exceed actual expenses. The Department has taken proper steps to curtail the demand-driven operating expenses to match the reduced level of operations.

The Aviation Department does not foresee an exception which will prohibit the Department from being within the authorized budgeted expenditures and its available revenues.

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature  
Deputy Aviation Director

Date\_\_\_\_\_